



OPERATIONAL SERVICES DIVISION

Gary J. Lambert
Assistant Secretary for Operational Services

THE COMMONWEALTH OF MASSACHUSETTS
Executive Office for Administration and Finance
OPERATIONAL SERVICES DIVISION
One Ashburton Place, Suite 1017
Boston, MA 02108-1552

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Michael J. Heffernan
Secretary

March 19, 2019

Policy Relative to Leap Year Billing in Fiscal Year 2020

The next Leap Year occurs in February 2020 and, per Operational Services Division (OSD) policy, approved private special education schools operating 365 days per year are entitled to be paid for the additional day of service if services are provided on February 29, 2020.

Further, it is OSD policy that unapproved private special education programs operating 365 days per year and providing service on February 29, 2020, also are entitled to be paid for the additional day of service if their budgets are based on 365 days rather than 366 days.

However, Individual Price Requests for one-to-one aides must include all hours for the student for the entire year.

If you have questions regarding the above policy, please email Jacquiline.Brown@mass.gov.

